



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date April 3, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 13-14		Date Received MAY 1 1973	Application No. 73-53 / Date Completed MAY 2 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Division, Planning Section Forms and Records Management Unit 959 E. Confederate Ave. Atlanta, Georgia 30301		4. Person to Contact Warren C. Witte	
		5. Working Title Supervisor, FARM Unit	6. Tel. No. ext. 21

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1972-73	9. Exact Series Title Active Forms History File
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10. What is the function of the office in which this record series is created?

The Personnel Section shall be responsible for the recruitment and the disengagement of personnel and the preparation and maintenance of personnel records. The Fiscal Services Section shall be responsible for departmental accounting and the preparation of budgets and financial reports. The Logistics Section shall procure supplies and supervise the issuance of and maintenance to supplies and equipment necessary for the success of the Department's mission. The Management Services Section shall provide planning and analytical support, including procedures writing, forms design and control, records management, and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the forms of the Department of Public Safety. Included are samples of forms of the Department of Public Safety. Form Request (DPS-4) and specifications. File is arranged numerically by form number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1 1/2	2.25		Floor Space Occupied (Square Feet)	1 1/2
Legal-size File Drawers				In Office(s)	In Storage Area(s)
				6	
				This Year's	Last Year's
				10	
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ []
Same form in case

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

File needed to carry out forms management in Department

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER see below, then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Destroy when obsolete, superseded or no longer needed for reference.

(Indicate briefly rationale for recommendations above/or write additional remarks):

(☒ Concur () Nonconcur

James Little
Supervisor FARM Unit

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	<i>April 10, 1991</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>4-9-91</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Liza</i>	<i>5-2-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll West</i>	<i>5-7-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>19 April 1991</i>	<i>5-2-73</i>

STATE RECORDS
COMMITTEE